

## **INSTITUTE FOR HUMAN RESOURCES**

**Job Title:** Outpatient Therapist

**Supervised by:** Clinical Director

**Employment Status:** Employment Status: Full Time, Non-Exempt .

**Hours:** Scheduled to work 37.5 - 40 hours per week at IHR with two evenings.

### **Qualifications:**

**EDUCATION:** Minimum of master's degree in social science. Licensure preferred and/or eligibility for clinical license. Licensure supervision is provided.

**EXPERIENCE:** Completion of one year of supervised clinical experience through internship or employment preferred, but not required. IM+CANS certified or will become certified upon hiring.

### **SKILLS:**

- Ability to develop a therapeutic relationship with clients and family
- Teamwork and coordination skills
- Ability to evaluate client's clinical level of need and direct the appropriate level of intervention.
- Must be sensitive to cultural diversity
- Must be familiar with psychotropic medications and their side effects and/or show an interest and willingness to learn.
- Ability to maintain professional relationships and coordinate with all referral sources.
- Must always be able to maintain professionalism
- Ability to perform crisis interventions as assigned.

**OTHER:**

- Must have access to a phone; must own a dependable vehicle which is insured; must possess a valid Illinois driver's license

**A. CLINICAL RESPONSIBILITIES**

- 1) Provide outpatient therapy for individuals, couples, families, and groups, being sensitive to the diverse needs of various clients.
- 2) Responsible for being on-call for crisis on a rotating basis.
- 3) May provide intelligence and personality testing of clients.
- 4) Willing to provide clinical consultation to any staff at any time on an as needed basis.
- 5) Consult and make appropriate referrals with various community agencies on behalf of the client as needed.
- 6) Display an ability to adapt with various clientele and issues.
- 7) Maintain knowledge of crisis material and resources available. Will be responsible for secondary crisis shift (s) each month.
- 8) Maintain client records in accordance with Illinois regulators, CARF standards, DCFS standards, various insurances, 708, LCCN, and IHR standards.
- 9) Contact notes for all billable services need to be completed and signed within one week from the time of service.
- 10) All billable services will be entered to the system at the end of each working day.
- 11) Comprehensive mental health assessments need to be completed on each client within the month from intake.
- 12) Will be trained in the IM+CANS universal assessment and treatment planning tool.
- 13) Treatment plans will be completed for each client prior to other billable services.
- 14) Each billable service will have a separate contact note.

- 15) Clients will be opened to the CIS system within three working days from the initial contact.
- 16) Formal referrals to the psychiatrist will be completed upon appropriateness for medication management services.
- 17) Completion of a Discharge Summary shall take place within 2 months of last date of service.
- 18) May provide intensive individual/family services in a natural setting such as school, home, and community.
- 19) Develop and maintain ongoing coordination with family, school, medical providers, and LCCN staff.
- 20) Provide assessments and treatment plans with enough frequency and intensity to maintain measurable progress.
- 21) Assist in DATA collection to the program and provide client satisfaction surveys to note overall progress.

## **B. SAFETY**

- 1) Will work to ensure the safety of staff and clients.
- 2) Will cooperate with the Safety Committee in insuring a safe environment for staff and clients at IHR.
- 3) Will document any unusual incidents and forward to the attention of the Executive Director.

## **C. TRAINING**

- 1) Will provide training to interns and to other staff on an individual and group basis.
- 2) Will share information from conferences attended at all staff meetings.
- 3) Will keep current in continuing education requirements of her/his profession.
- 4) Offer training to community groups as requested.

**D. OTHER RESPONSIBILITIES**

- 1) Maintain productivity specific to Job Requirement.
- 2)
- 3) Follow Policies and Procedures.
- 4) Support Agency Goals and Values.
- 4) Other Duties as assigned.

I have received and been provided the opportunity to discuss this job description. I have received a copy of this job description. I understand my signature on this job description does not constitute a contract with the Institute for Human Resources.

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Signature

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Date

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Clinical Director

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Date